

GENERAL FUND

101

PURCHASING DEPARTMENT

23300

GENERAL COUNTY

3

DEPARTMENT PURPOSE:

To provide county with goods and services from outside agencies, central stores, multigraph, interdepartmental mail services and microfilm/retention records.

DEPARTMENT FUNCTIONS:

- The Purchasing division purchases all goods and services for Macomb County, provides disposal service of all used equipment through public auction, and utilizes a waste paper recycling program.
- The Central Stores division maintains a perpetual inventory of office supplies, building maintenance supplies, plumbing, carpentry and electrical supplies available to county departments. Computer entries made daily allow for the adjusting of inventories as well as the capability to bill user departments.
- The Print Shop prints legal forms, reports, forms, letterhead and budgets for various departments with the capability of internal billing.
- The Mail Room provides all mail services to all county departments, including sorting and delivering of all U.S. mail, the processing of all department outgoing mail through a metered postage system, and the pick up and delivery of interdepartmental mail.
- The Microfilm Records division maintains a computerized records retention system for all county departments. The staff is responsible for furnishing county departments with a listing of their records, and , if necessary, will pull and deliver requested information. This division also maintains an ongoing microfilm program for the Treasurer's department, Friend of the Court, Sheriff department, Mental Health, Juvenile Court, 42nd District Court I and II, Reimbursement, Road Commission, Probation and Finance.

## MACOMB COUNTY, MICHIGAN

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| DEPARTMENT POSITION<br>CLASSIFICATIONS | 2006 RANGE |           | AMENDED<br>2006<br>BUDGET | 2007<br>BUDGET |
|--|------------|-----------|---------------------------|----------------|
| Purchasing Manager                     | \$67,645   | \$84,556  | 1                         | 1              |
| Assistant Purchasing Manager           | 47,018     | 58,772    | 1                         | 1              |
| Senior Secretary                       | 32,818     | 39,779    | 1                         | 1              |
| Purchasing Section:                    |            |           |                           |                |
| Buyer                                  | 37,215     | 46,518    | 2                         | 2              |
| Account Clerk IV                       | 29,885     | 35,159    | 2                         | 2              |
| Account Clerk I/II (PT)                | 11.28      | 15.40 /hr | 1                         | 1              |
| Central Stores:                        |            |           |                           |                |
| Inventory Services Coordinator         | 30,632     | 36,038    | 1                         | 1              |
| Inventory & Delivery Clerk             | 28,567     | 32,648    | 1                         | 1              |
| Assistant Inventory Services Clerk     | 27,191     | 31,075    | 1                         | 1              |
| Mail Services:                         |            |           |                           |                |
| Mail Services Clerk/Leader             | 27,871     | 31,852    | 1                         | 1              |
| Mail Services Clerk                    | 26,528     | 30,317    | 3                         | 3              |
| Print Shop:                            |            |           |                           |                |
| Multigraph Operator                    | 30,632     | 36,038    | 1                         | 1              |
| Assistant Multigraph Operator/Clerk    | 26,528     | 30,317    | 1                         | 1              |
| Microfilming:                          |            |           |                           |                |
| Microfilm Coordinator                  | 39,127     | 48,909    | 1                         | 1              |
| Microfilm Operator/Clerk (1)           | 25,249     | 28,856    | 5                         | 5              |
| TOTAL                                  |            |           | 23                        | 23             |

(1) 1 Microfilm Operator/Clerk grandfathered at \$858 additional salary--salary reduced upon vacancy.

**MACOMB COUNTY, MICHIGAN**

**2007 BUDGET SUMMARY**

FUND 101 - GENERAL FUND  
ORG 23300 - PURCHASING DEPARTMENT

| ACCOUNT NAME               | FUND 101<br>2005<br>ACTUAL | 2006<br>CURRENT<br>BUDGET | ACTUAL<br>YTD 12/29/06 | 2007<br>BUDGET<br>ADOPTED |
|----------------------------|----------------------------|---------------------------|------------------------|---------------------------|
| TOTAL PERSONNEL EXPENSES   | 1,321,275                  | 1,434,476                 | 1,354,603              | 1,515,388                 |
| DATA PROCESSING SUPPLIES   | 0                          | 97                        | 0                      | 100                       |
| JANITORIAL SUPPLIES        | 378                        | 750                       | 283                    | 750                       |
| OFFICE SUPPLIES            | 76,671                     | 78,735                    | 75,772                 | 77,650                    |
| BOOKS & PUBLICATIONS       | 255                        | 300                       | 241                    | 300                       |
| POSTAGE & DELIVERY         | 2,601                      | 3,025                     | 2,093                  | 3,025                     |
| UNIFORMS-PURCHASED         | 827                        | 1,100                     | 707                    | 1,100                     |
| MEMBERSHIP DUES            | 600                        | 720                       | 615                    | 720                       |
| LOCAL TRAVEL               | 276                        | 200                       | 89                     | 200                       |
| TRAVEL EXPENSE             | 114                        | 50                        | 12                     | 50                        |
| PRINT & BINDING            | 2,946                      | 3,685                     | 1,380                  | 3,600                     |
| ADVERTISING                | 6,335                      | 4,415                     | 4,364                  | 4,500                     |
| VEHICLE OPERATING & REPAIR | 9,168                      | 13,700                    | 11,540                 | 13,700                    |
| EQUIPMENT REPAIR & MAINT   | 71,508                     | 68,438                    | 48,302                 | 69,523                    |
| EQUIPMENT RENTAL           | 9,774                      | 13,628                    | 11,682                 | 13,625                    |
| TOTAL OPERATING EXPENSES   | 181,451                    | 188,843                   | 157,081                | 188,843                   |
| INSURANCE                  | 8,195                      | 9,308                     | 7,216                  | 10,520                    |
| TELEPHONE                  | 11,901                     | 14,558                    | 13,342                 | 14,528                    |
| EQUIPMENT RENTAL           | 25,874                     | 25,780                    | 19,334                 | 35,689                    |
| MIS-COMPUTER MAINTENANCE   | 1,480                      | 1,294                     | 1,186                  | 1,208                     |
| MIS-DATA CENTER SERVICES   | 13,301                     | 16,190                    | 14,840                 | 15,134                    |
| TOTAL INTERNAL SVCS COSTS  | 60,751                     | 67,130                    | 55,918                 | 77,079                    |
| TOTAL ORGANIZATION         | <u>1,563,477</u>           | <u>1,690,449</u>          | <u>1,567,602</u>       | <u>1,781,310</u>          |